Administrative Director, Center for Responsible AI

tracking.higheredjobs.com/f/a/Ml3S5hsj9jonMWaE0h3Ilg~~/AASaNRA~/7TQnHC2bctozJGsgV0GrleL4Dqjbu6sgfMw91WdPPNFWPLwnA6mg8ROR2ZaZw0qWg9I-ToVoFd2cG8K0CC0rWP0wX6oufKKg7grNHdN90py0yTLQTSp2wVmnLV8eWhcVzQEyp0tSOpED2L8LwpdguoE7fRHNaSs53Uid0d1EfxpkU3fbMtf8Af9Blr_FKSUawo8tAG3Aiuc5pgalP_WoTIt0sdNz60oX--rB5g7_KdR3iMG_-QKYuo8J9qRW1NkX

Location : Location: US-NY-Brooklyn

Hybrid Remote Work Classification
Hybrid: 60% to 80% Onsite

Department: Computer Science & Engineering

School/Division: NYU Tandon School of Engineering (PE1001)

Compensation Grade: Band 54

Category
Business/Professional Administrative
Position Summary:

The Administrative Director defines and implements strategy for the NYU Tandon School of Engineering's Center for Responsible AI. Identifies and pursues funding opportunities in support of the center's long term financial viability and self-sustainability. Overseas membership recruitment, events, programming, project management, marketing, and outreach. Develops and maintains affiliations with external organizations and individuals to promote partnership and collaboration. Oversees finance, administration, operations, and supervises staff at the Center. Leads activities with Tandon and NYU leadership teams and departments for efficient and effective administration of the Center. This is a 3 year grant funded position.

Qualifications:

Required Education:
Bachelor's Degree in a related area

Preferred Education:
Master's Degree in a related area

Required Experience:
7+ years years proven track record of strategy development and management experience. Successful track record of operating successful organizations, including generating new

partnerships and leads, fundraising, and resource development, managing budgets and supervision.

Preferred Experience:
7+ years experience working for startup, entrepreneur, or in fundraising.

Required Skills, Knowledge and Abilities:
Demonstrated leadership and social savvy, excellent communication and interpersonal skills. Hands-on approach to service and business growth. Innovative, results-driven and goal-oriented. Polished presentation and writing skills. High level of intellectual curiosity and comfort with ambiguity. Operates with an entrepreneurial and start-up mindset to build out Center strategy and operations. Strong manager with excellent organization and people skills and the ability to set priorities, problem-solve, multi-task and work well in a dynamic, rapidly changing environment.

Additional Information:

In compliance with NYC's Pay Transparency Act, the annual base salary range for this position is USD $90,000.00 to USD $130,000.00. New York University considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as, market and organizational considerations when extending an offer. This pay range represents base pay only and excludes any additional items such as incentives, bonuses, clinical compensation, or other items.

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at nyu.edu/nyugreen.

We can recommend jobs specifically for you! Click here to get started.